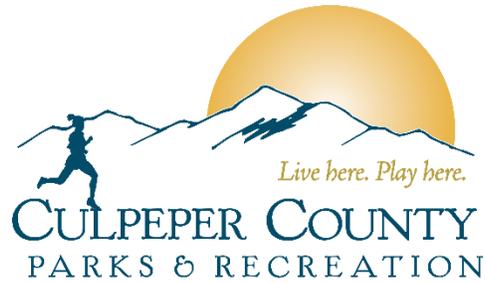




# CULPEPER COUNTY FIELDHOUSE

FACILITY RESERVATION PACKET



LAST UPDATED: 2.7.2023



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**CULPEPER COUNTY FIELDHOUSE  
16388 COMPETITION DRIVE, CULPEPER, VA 22701  
PHONE: (540) 727-3412 | FAX: (540) 727-2802**

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**ABOUT THE CULPEPER COUNTY FIELDHOUSE**

The Culpeper County Fieldhouse is located within the Culpeper Sports Complex at 16388 Competition Dr., Culpeper, VA 22701 and showcases over 16,000 SF of recreation and leisure space. Some of the facility’s signature amenities include a full-size high school gymnasium lined for basketball, pickleball, and volleyball, six (6) retractable basketball hoops, portable bleachers, dropdown court divider, patron lockers, three (3) multi-use classrooms, aerobics studio, and the Culpeper County Parks & Recreation offices.

**CONTACT INFORMATION**

Culpeper County Parks & Recreation - 16388 Competition Dr., Culpeper, VA 22701  
 Ph: 540.727.3412 | Fax: 540.XXX-XXXX | Email: [Parks@CulpeperCounty.gov](mailto:Parks@CulpeperCounty.gov)  
 \*Website: [www.CulpeperRecreation.com](http://www.CulpeperRecreation.com) | \*Facebook: [Culpeper County Parks & Recreation](https://www.facebook.com/CulpeperCountyParks&Recreation)  
 \*YouTube: [Culpeper County Parks & Recreation](https://www.youtube.com/CulpeperCountyParks&Recreation)

**FACILITY HOURS OF OPERATION**

Monday-Saturday	8:00am – 9:00pm
Sunday	10:00am – 6:00pm
ADDITIONAL PRIVATE RENTAL HOURS (Sunday Only)	8:00am – 10:00am or 6:00pm - 9:00pm

**FACILITY RESERVATION HOURS**

\*\*\*PLEASE NOTE: Due to the complexity of private events and to ensure quality communication, private facility reservations for the Culpeper County Fieldhouse will no longer be taken online. All facility reservations for use of the Culpeper County Fieldhouse must be made in-person Monday – Saturday from 8:00am to 8:00pm or on Sunday from 10:00am – 5:00pm.

Monday-Saturday	8:00am – 8:00pm
Sunday	10:00am – 5:00pm
ADDITIONAL PRIVATE RENTAL HOURS (Sunday Only) ***For the Gymnasium Rentals Only***	8:00am – 10:00am or 6:00pm - 8:00pm

**PRIORITY OF USAGE**

- a. Culpeper County Parks & Recreation Programs, Activities, and Special Events;
- b. Culpeper County Parks & Recreation Co-Sponsored Activities and/or Organizations
- c. Public Programming & Events
  - a. A Culpeper-based individual, agency, and/or organization can receive the public rate if their event is free and open to the public.
- d. Private Events: Individuals / Businesses / Organizations
- e. Culpeper County Public School System (CCPS)



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**ROOM INFORMATION & CAPACITIES**

For All Events: A \$35.00 Setup Fee will be assessed to all private rentals for the use of tables, chairs, and equipment. Any furniture or setups to be arranged will be completed by Recreation Staff. Applicants must provide an event/room diagram showing the placement of tables and chairs to Recreation Staff when the rental application is submitted and/or a minimum of 14-days prior to the event date.

Room	Dimensions	Standing	Seated	Table and Chairs Available
Gymnasium	107' x 80'	555	120	No
<ul style="list-style-type: none"> <li>▪ Full Size Basketball Court 80' x 54'</li> <li>- Features: Mondo Advance Vulcanized 8mm Flooring, six (6) Retractable Basketball Hoops, six (6) Tip n' Roll Bleachers, 8' x 5' Scoreboard, 12' Scoring Table and Chairs, Volleyball System, Futsal Goals, Wall Padding, Dropdown Curtain, and PA System.</li> <li>▪ Half Size Basketball Courts</li> <li>▪ Pickleball Courts 20' x 44'</li> <li>- Features: Three (3) Regulation Size Pickleball Courts and Nets</li> <li>▪ Volleyball Court 60' x 30'</li> <li>- Features: One (1) High Size Volleyball Court and Net</li> </ul>				
Additional Note: Food and/or beverages are not permitted in the Gymnasium. If you are planning on serving refreshments at your event, you must also reserve a Classroom.				
Single Classroom	22' x 27'	25	25	Yes
- Features: Wall to Wall Carpet, Counter, Sink (available in only two of the three classrooms), Closet, Tables, Chairs, Television with Audio Visual Capabilities (available in only two of the three classrooms).				
Two Classrooms	44' x 27'	50	50	Yes
- Features: Wall to Wall Carpet, Counter, Sink, two (2) Closets, Tables, Chairs, Television with Audio Visual Capabilities, and Tuckaway Partition.				
Three Classrooms	66' x 27'	75	75	Yes
- Features: Wall to Wall Carpet, Counter, two (2) Sinks, two (2) Closets, Tables, Chairs, two (2) Televisions with Audio Visual Capabilities, and two (2) Tuckaway Partition.				
Aerobics Studio	29' x 44'	25	N/A	No
- Features: Mondo Advance Vulcanized 8mm Flooring, 36' x 6' Wall Mirror, Wireless Music Controls and Docking Station, Television with Audio Visuals, and Aerobics Equipment. ***The Department reserve the right to charge a rental fee for fitness equipment usage for private events/programs.				



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**RESERVATION RATES**

<b>ROOM</b>	<b>Private Event / Private Event Non-Resident</b>	<b>**Public Event Rate</b>
<b>Gymnasium-Basketball, Volleyball, Three Pickleball Courts</b>		
Full Gym-	* \$75 per hour/\$300 per hour	\$45 per hour
Half Court-	*\$35 per hour / \$140 per hour	\$21 per hour
<b>Classrooms</b>		
One Classroom-First four hours	*\$25 per hour / \$100 per hour	\$15 per hour
Additional Hour(s)	\$15 per hour / \$30 per hour	\$9 per hour
Two Classrooms-First four hours	*\$37 per hour / \$150 per hour	\$23 per hour
Additional Hour(s)	\$30 per hour / \$60 per hour	\$18 per hour
Three Classrooms-First four hours	*\$63 per hour / \$225 per hour	\$37 per hour
Additional Hour(s)	\$45 per hour / \$90 per hour	\$27 per hour
<b>Aerobics</b>		
Aerobics-First Two Hours	*\$63 per hour / \$225 per hour	\$37 per hour
Additional Hour(s)	\$45 per hour / \$90 per hour	\$27 per hour
<u><b>Additional Information</b></u>		
-All rentals will be charged a Setup Fee for use of tables, chairs, and equipment: \$35		
* Four-hour minimum rental, eight-hour maximum rental (i.e., 1-hr setup, 2-hr event, and 1-hr cleanup).		
**Public Event Rate: A Culpeper-based individual, agency, and/or organization can receive the public event rate if the event/program is free and open to the public. The Public Rate is 60% of the Resident or Non-Profit Private Event Rate.		



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**POLICIES GOVERNING THE USE OF THE CULPEPER COUNTY FIELDHOUSE**

- 1) The application to use the Culpeper County Fieldhouse must be submitted to the Recreation Staff on duty or via the Department’s online reservation platform. Culpeper County Residents may reserve the facility up to one (1) year before the desired date. Non-County Residents may reserve the facility up to six (6) months before the desired date. Any rentals for government use, other than activities sponsored by the Culpeper County Parks & Recreation Department, may be confirmed up to 90-days before the desired date.
- 2) Unless otherwise stated, all reservations must be completed a minimum of 30-days in advance.
- 3) The County reserves the right to require the applicant to provide two (2) documents to verify residency in Culpeper County. These documents must be from the following list of accepted verification: one (1) of the following; DMV issued Driver’s License / Photo Identification or Utility bill with physical address AND 1 of the following; Previous Year “Real” Tax or “Personal Property” Tax Documentation; or Voter Registration Card.
- 4) The Culpeper County Parks & Recreation Department reserves the right to cancel any activity at any time. Cancellations by any other entity or sponsor must be done in writing or by email and should be made as soon as possible so that others may use the facility and/or field. Cancellations made less than 45-days prior to the reserved event are not timely, and shall result in the forfeiture of all deposits and/or fees paid in acquiring the permit for the event. Events cancelled on the day of the event due to severe weather conditions may receive additional consideration.
- 5) In-person Reservations: All Rental Fees must be paid when the rental application is submitted to Recreation Staff at the time of reservation. The Parks & Recreation Department will not hold any facility reservations without the proper payment and documentation.
- 6) Online Reservations: All Rentals Fees must be paid within 48-hours of approval by the Parks & Recreation Department. In the event that the necessary reservation fees are not paid within the allotted time frame, the rental reservation will be cancelled.

*Additional Note: Non-compliance with any of these rules, applicable terms, and/or conditions of use may result in the revocation of any permit issued and denial of future applications for use of a County facility or athletic field.*

- 1) All renters and participants must adhere to the applicable rules, regulations and ordinances of Culpeper County (“County”).
- 2) Conduct: In addition to complying with the other policies and procedures contained in the facility reservation packet and outlined in the policies governing use of the facility, the sponsor and guests, independent contractors, and vendors must comply with all instructions and requests made by the Parks & Recreation Staff concerning conduct during the event. The Recreation Staff reserves the right to require the immediate removal from the premises any person or persons causing a disturbance or engaging in any conduct that, in the sole discretion of the Recreation Staff, is threatening or dangerous to people and/or property. The County and Recreation Staff are not responsible for any damages or delays caused by the removal of such person(s).
- 3) All set-up and clean-up times must be noted and included in the sponsor’s reservation time(s) – SEE RESERVATION APPLICATION FOR DETAILS. Access to the facility prior to or after the approved reservation times will result in additional fees. Caterers and other vendors are not permitted to enter the facility before the event setup time in order to prepare for an event.



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- 4) No materials or equipment, including decorations, signs or posters, shall be attached to the Culpeper County Fieldhouse or its property (Culpeper Sports Complex). No rice, glitter, confetti, sparklers, or similar material shall be used or thrown inside or outside a reserved facility. In lieu of these prohibited materials, a sponsor may utilize birdseed and bubbles but only outside of the facility.
- 5) No flammable liquids or materials shall be used without prior written approval by the County of Culpeper Parks & Recreation Director or his/her designee (hereinafter "Director").
- 6) The use of open flames, candles, sparklers or fire is prohibited within any park and/or facility, with the exception of Sterno canned fuel burners and birthday candles.
- 7) No smoking, vaping, alcoholic beverages, and/or controlled substances are permitted anywhere within the park and/or facility.
- 8) At the end of its reserved time, the sponsor must leave the facility clean and orderly (refer to '*Clean and Orderly Checklist*'). Clean and orderly shall include, but not be limited to, having removed all decorations utilized for the event and ensuring that all trash is placed in the proper receptacles. Each sponsor, without regard as to whether it was required to pay a deposit, agrees to be financially responsible for the payment of any cleaning fees and costs incurred by the County to clean a facility that was not left clean and orderly. A sponsor who was required to submit a deposit agrees that its deposit may be used to offset these costs.
- 9) No sponsor or participant may damage public property. Damage beyond normal wear and tear may result in the forfeiture of any deposit paid, may result in the invoicing of any damages cost, may result in civil collection action and/or litigation against you, and may also result in criminal charges should such damage appear to be the result of intentional conduct.
- 10) No private vehicles are permitted in or shall be parked on any area other than those designated as public parking areas.
- 11) Any food/drink concessionaire or caterer utilized shall operate in compliance with Culpeper County Health Department regulations, and shall possess the proper permit(s), if any, from the Culpeper County Health Department. Any applicant wishing to use a private caterer or concessionaire for any event must provide the business name on the application. Any applicant using a paid vendor such as a concessionaire(s), caterer(s), DJ service, etc. is required to provide the Department with a Certificate of Liability Insurance from said vendor in the amount of one million dollars (\$1,000,000.00) naming the County of Culpeper, 302 N. Main St, Culpeper, VA. 22701 as an Additional Insured to the policy, a minimum of 14-business days to receive final approval of the application.
- 12) No money or admission fees shall be collected on the premises by a non-governmental user at any time without prior approval by the Director or his/her designee. Leagues and Organizations with an approved and active Memorandum of Understanding (MOU) with the County of Culpeper will be permitted to follow the terms and conditions of the agreement.
- 13) The number of people in the facility and its rooms shall not exceed the established capacities. Event capacities for the rented rooms must be strictly adhered to. If room capacities are not adhered to, Recreation Staff have the right to end your event prior to the established completion time. Room capacities differ, so please refer to the reservation packet for specific room capacity information. Multiple event status checks are conducted by the Recreation Staff to ensure that room capacities are adhered to. If the number of attendees at your event exceeds the specific room capacity, you will be asked to remove guests from the event. If guests are not removed and the room capacity continues to be exceeded, your event will be terminated. Please remember that children,



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performers, photographers, caterers and any other vendors that you have servicing your event count in your total room capacity number.

- 14) The Culpeper County Parks & Recreation Department shall assume no responsibility for any property placed in or on our premises.
- 15) Any furniture or setups to be arranged will be completed by Recreation Staff. Applicants must provide an event/room diagram showing the placement of tables and chairs to Recreation Staff when the rental application is submitted.
- 16) Culpeper County Parks & Recreation Facilities are provided in “as is” condition. The Culpeper County Parks & Recreation Department makes no warranty of guarantee as to the condition of the facility or the condition of the availability of the equipment provided. We would like to inform applicants/participants of the Culpeper County Fieldhouse that the County of Culpeper may have sovereign immunity to claims arising from the use of this facility.
- 17) Non-Government applicants are prohibited from charging fees for participation in any event/program at Culpeper County Parks & Recreation facilities or on its premises. Donations requested or accepted will be deemed a fee for the purpose of this prohibition. Fundraising for political purposes is prohibited. Anyone found collecting money will have their event ended and will be charged the full rental amount for use of the facility.
  - a) Organizations with an approved Memorandum of Understanding (MOU) will be permitted to accept fees on County property in order to support their organization per the approved MOU terms and conditions.
- 18) Applicants are responsible for coordinating all aspects of their event within the requested and approved event hours outlined in the facility application.
- 19) Other programs/events may occur in the facility at the same time as your event.
- 20) No changes in setup may be made on the day of the event. The applicant must prepare, setup, host, and clean up the event within the event time block rented. The applicant is responsible for managing the time block rented to accommodate the entire event. No extra time will be given before or after the event. Additional hours cannot be purchased on the day of the event. The Recreation Staff will notify the applicant an hour before the event time ends to ensure proper event time management. If the applicant goes beyond their event time, they may be assessed additional rental fees and may not be able to rent the facility in the future. Any changes to the initial requests made must be done by the applicant in writing a minimum of 14-days prior to the event. All changes must be approved by the Recreation Staff.
- 21) Applications to use Culpeper County Parks & Recreation Department facilities are accepted on a first-come / first served basis no more than a year in advance and no less than 30-days prior to the event. Exceptions to this policy include a repass for a funeral.
- 22) Guests are required to wear proper attire when visiting the facility.
- 23) Live music and/or DJs are prohibited without prior written approval by the Culpeper Parks & Recreation Parks & Recreation Director or his/her designee.
- 24) All vendors and contractors who provide equipment or services for a rental must be approved in writing and in advance (minimum of 14-days) by the Director or his/her designee and may be required to provide Certificate of Liability Insurance naming the County of Culpeper as an additional insured.
- 25) Moon bounces and/or other amusement devices are not permitted within or immediately adjacent to the Culpeper County Fieldhouse without prior written permission from the Culpeper County Parks & Recreation



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Director or his/her designee. Please note that a sponsor can reserve an outdoor field for the placement of a moon bounce and/or amusement device. Set up of a moon bounce or other amusement device requires a 'Special Event Amusement Device Permit' to be obtained through the Culpeper County Building Department and moon bounce requires its own generator and a Certificate of Liability Insurance.

26) Recreation Staff will return to inspect and close the reserved area at the designated closing time that was requested and approved on the permit.

#### **INCLEMENT WEATHER / CANCELLATION**

To ensure safety, it is the policy of the Culpeper County Parks & Recreation Department that during inclement weather or in weather-related emergencies, Culpeper County Parks & Recreation programs, events, classes, and rentals at Culpeper County Parks & Recreation facilities may be cancelled and/or facility operating schedules adjusted.

\*\*\*Inclement Weather – Severe or harsh weather that may cause a disruption in the delivery or availability of Culpeper County Parks & Recreation classes, events, facilities, programs, and/or rental.



**Culpeper County  
Parks & Recreation Department  
FACILITY RENTAL APPLICATION**



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This **FACILITY RENTAL APPLICATION** must be completed and returned to the recreation staff on duty. The applicant must read the Policy Governing Use of the Culpeper County Fieldhouse included in this guide. The full rental payment must be submitted with this application at the time of rental. Payment can be made by Cash, Credit Card (Visa, Master Card, American Express, Discover, or checks payable to Culpeper County Parks & Recreation. Applications are accepted no more than a year in advance and no less than thirty (30) days before the event. For additional information, please contact the recreation office at (540) 727-3412. Cancellations must be completed in writing a minimum of 45 days in advance.

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_ M \_\_\_ F  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (Hm): (\_\_\_\_) \_\_\_\_\_ (Wk.): (\_\_\_\_) \_\_\_\_\_ ext.: \_\_\_\_\_ (Cell): (\_\_\_\_) \_\_\_\_\_  
 Emergency Contact: Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Organization / Business** (if applicable) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Specific Area(s) Requested:  
 One Classroom     Two Classrooms     Three Classrooms     Aerobics Studio  
 Full Gymnasium     Half Gymnasium     Volleyball Court     Pickleball Court /  One  Two  Three

Reservation Date(s): \_\_\_\_\_  
 Reservation Time(s): **Setup** - \_\_\_\_\_ to \_\_\_\_\_ / **Event** - \_\_\_\_\_ to \_\_\_\_\_ / **Cleanup** - \_\_\_\_\_ to \_\_\_\_\_

1. Are you a Culpeper County resident?  Yes  No
2. Type of event to be held? \_\_\_\_\_
3. Is event for personal/family use?  Yes  No    If No, for whose benefit? \_\_\_\_\_
4. Will you have live music, a caterer, moon bounce, DJ, or any **paid service(s)** at this event?  Yes \*  No  
 a. If yes, please explain \_\_\_\_\_
5. Will the event be open to the public?  Yes  No  
 a. Is admission to be charged or money being collected at the event?  Yes  No
6. Is there a third-party agreement with a profit-making organization?  Yes  No  
 a. If yes, name of organization: \_\_\_\_\_
7. Number of people expected to attend: \_\_\_\_\_

**OFFICE USE ONLY**

Rental Fee Paid by: \_\_\_\_\_ Date: \_\_\_\_\_ Cash / Ck # / CC: \_\_\_\_\_

Changes / Stipulations: \_\_\_\_\_  
 Yes  No \* Certificate of Liability Insurance Required (\$1,000,000)

Processed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Culpeper County  
Parks & Recreation Department  
FACILITY RENTAL APPLICATION**



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**ACKNOWLEDGMENT**

I, as an individual or as a duly elected or appointed representative of the referenced (below) organization, do hereby certify that I am authorized to sign this document and to agree to the terms of use and conditions as set forth herein.

I further certify that I, or the organization I represent, agrees to be financially and legally bound by the conditions of use, and also agrees to protect, indemnify, and defend and hold harmless the County of Culpeper, the Culpeper County Board of Supervisors, and the Culpeper County Parks & Recreation Department, its officers and employees from any and all claims, liabilities, damages and/or costs and fees, including professional fees, directly or indirectly related to the use of the premises utilized by my organization or any of its invitees or guests.

I certify that prior to signing this document; I have read and understand these rules of use and conditions.

I understand that my organization or I may be required to provide a certificate of liability insurance; and, if required, facility approval WILL NOT BE GRANTED until said certificate is received.

I have the authority to sign this application on behalf of my group or organization.

Print Name	Signature	Date
Organization Name (If applicable): _____		
Organization Contact Telephone Number: _____		
Organization Contact Email: _____		



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**RULES OVERVIEW FORM**

**FACILITY RESERVATION GUIDE:**

\*\*\* Please read your facility reservation guide completely. This form does not replace the guide, but highlights key components of your event.  
 \*\*\* Applicants are responsible for being at the event. Applicants should check-in & out with our staff upon arrival and before leaving the event.

**CHANGE OF CONTRACT:**

\*\*\* Any changes to the contract must be made in writing by the applicant on the contract. All correspondence concerning the reservation will only be made between the applicant and a recreation staff member. Only the applicant can make changes to event times, room diagrams, or other event information. All changes must be made in writing and be submitted to the recreation staff.

**EVENT TIMES:**

\*\*\* Applicants are responsible for setting up, hosting the event and cleaning up after the event within the requested hours. The applicant’s event needs to be completed and cleaned up when the scheduled time expires as stated on the contract/application. For example, if the event time is 5pm-8pm, all guests must be on their way out of the facility and in the process of vacating the building by 8pm. If guests are not vacating the facility upon event expiration time, proper supervisors and authorities will be promptly notified, and will provide assistance in ending the event. If your event does not begin on time, your event time **WILL NOT** be extended. You will still be expected to vacate the facility by the event end time on your application.

**DECORATING THE CENTER:**

\*\*\* **Glitter, confetti, rice, and birdseed** are **NOT** permitted in the facility. Birdseed is permitted outside toward the parking lot area.  
 \*\*\* Balloons must be weighted down so that they do not rise up to the ceiling.  
 \*\*\* You may not decorate the trees, plants or flowers. This includes stringing lights, or hanging anything off of the limbs.  
 \*\*\* No materials or equipment, including decorations, balloons, signs or posters, shall be attached to the Culpeper County Fieldhouse or its property.  
 \*\*\* The use of open flames, candles, sparklers or fire is prohibited within any park and/or facility, with the exception of Sterno canned fuel burners and birthday candles. All lighted candles must be covered with globes.  
 \*\*\* Any items brought in must be approved by the recreation staff minimum of 14-days prior to your event date. Ex: Arches, podiums, etc.  
 \*\*\* Platforms or stages are not permitted to be set up. All equipment and or decorations must be approved by the recreation staff.

**ROOM DIAGRAMS:**

\*\*\* The recreation staff has diagrams on file for multiple event sizes with-in the facility capacities. They are all proven successful. If you wish to draw your own diagram, it must be completed by working with a staff member from the recreation staff. Diagrams are not final until approved by the recreation staff.

**ROOM CAPACITIES:**

\*\*\* Event capacities for the rented rooms must be strictly adhered to. If room capacities are not adhered to the recreation staff has the right to end your event. Multiple event status checks are conducted by the recreation staff to ensure that room capacities are adhered to. If the number of attendees at your event exceeds the specific room capacity, you will be asked to remove guests from the event. If guests are not removed and the room capacity continues to be exceeded, your event will be terminated. Please remember that children, performers, photographers, caterers and any other vendors that you having servicing your event count in your total capacity number.

**CLEAN-UP TIME:**

\*\*\* Trash must be emptied and placed in the proper receptacles upon completion of the event. No food, trash, or waste should be left outside.  
 \*\*\* Floors are your responsibility to sweep, clean and spot mop – if necessary. Any food, drink, or trash must be cleaned.  
 \*\*\* Please ensure that all tables and chairs are clean of food and debris after your event is over.  
 \*\*\* **PLEASE ASK THE RECREATION STAFF FOR ANY ASSISTANCE YOU MAY NEED. THEY CAN SUPPLY ANY MATERIALS NEEDED FOR CLEAN UP. \*\*\***

**DAMAGE TO THE FACILITY:**

\*\*\* Renters are responsible for any damages to the facility and its property. Damage beyond normal wear and tear may result in the forfeiture of any deposit paid, may result in the invoicing of any damage cost, may result in civil collection action and/or litigation against you, and may also result in criminal charges should such damage appear to be the result of intentional conduct.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_



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**CLEAN AND ORDERLY CHECKLIST**

Below is a check list for clean-up procedures after an event. Please check if the cleaning has been completed. If it has not been completed, please make a note of the problem in the notes section below. Please review this form with the applicant/renter after the event and have them sign it.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

- Yes  No      Trash Is Properly Disposed of in the receptacle(s) within the room
- Yes  No      Mop and/or Vacuum the Floor
- Yes  No      Birdseed (Thrown outside only)
- Yes  No      Clean Sink / Counter Tops / Equipment
- Yes  No      Party Rentals and Personal Property Removed
- Yes  No      Clean Floors of Trash and Food-If excessive mess, renter will be responsible for vacuuming.
- Yes  No      Return All Borrowed Items: (Please list items borrowed in the notes section below.)
- Yes  No      Vacate Premises on Time

Notes: \_\_\_\_\_

**ROOM(S) RENTED:**

- One Classroom       Two Classrooms       Three Classrooms       Aerobics Studio
- Gymnasium       Half Gymnasium

Additional expenses will be incurred due to damages.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_